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**DEFENSE CONTRACT MANAGEMENT COMMAND**  
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IN REPLY  
REFER TO

AQOD

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**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS  
COMMANDERS, DCMC CONTRACT ADMINISTRATION  
OFFICES**

**SUBJECT: DCMC Memorandum 97-048, Some Ways to Improve the  
Timeliness of Undefinitized Contract Action (UCA) Definitization  
(INFORMATION)**

This is an INFORMATION memorandum. It expires in one year.  
Target Audience: All DCMC personnel involved in definitizing UCAs.

Last year, with about thirty-five percent of our UCAs on-hand overage (based on our internal standard), we made reducing our UCA backlog a top Command priority. Since then, we've made substantial progress:

- Number of overage UCAs slashed by 55%,
- Total number of UCAs cut by over 32%, and the
- Percentage of overage UCAs on-hand reduced to 23%.

We need to ensure this trend continues so that we reach our goal early next year. I'd like to share with you what two offices have recently done to make improvements in their UCA processing.

A large amount of DCMC Boston's UCA workload consists of change orders (principally size and shipping changes) on Defense Personnel Support Center clothing and textile (C&T) contracts. The difficulty in pricing these relatively low dollar value changes usually arises from the volume. DCMC Boston developed a pricing model (Microsoft Excel-based) to automate and expedite the pricing of size changes. This model has been widely distributed by DCMDE; anyone working C&T change orders who still needs a copy can download it from the DCMC Home Page.

DCMC Orlando is another office that took proactive steps to reduce its UCA backlog. The majority of the "problem" UCAs were unpriced delivery orders for which the repairables hadn't been shipped to the contractor. (This is the third most common cause of UCAs going overage throughout DCMC.)



DCMC Orlando succeeded in getting the contractor and buying office to a meeting where a simple, but effective solution was devised: only repairables received within forty-five days of the order date will be worked under that order. Repairables received after the forty-five day clock has expired will be placed on a new delivery order. This approach benefits both contracting parties: the contractor's cash flow improves and the buying office can use the deobligated funds for other current needs.

Given the improvement we've seen in UCA definitization throughout DCMC, other offices undoubtedly have similar stories. Please feel free to send them to us. And be sure to check out the Contractor Capability and Proposal Analysis Team's Website ([www.dcmc.dcrb.dla.mil/teaminfo/aqod/aqod1.htm](http://www.dcmc.dcrb.dla.mil/teaminfo/aqod/aqod1.htm)) for more information relating to UCA definitization. Contact Dave Ricci at (703) 767-3376 or by email: [dave\\_ricci@hq.dla.mil](mailto:dave_ricci@hq.dla.mil) if you'd like to discuss this letter or UCA definitization in general.



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